



United States Environmental Protection Agency  
Region 1 – New England  
5 Post Office Square, Suite 100  
Boston, MA 02109-3912

OCT 13 2016

Certified Mail  
Returned Receipt Required  
EPA ICR No.: 2468.02  
OMB Control No.: 2020-0035

Roger Bush, Chief Operator  
Town of Russell WWTF, NPDES Permit No. MA0100960  
200 Main Street  
Russell, MA 01071

Re: Request for Information Pursuant to Section 308 of the Clean  
Water Act (33 U.S.C. § 1318), Docket No. CWA-308-R01-FY17-18

Dear Mr. Bush:

On October 22, 2015, the U.S. Environmental Protection Agency (the "EPA") issued a final rule requiring all facilities with permits issued under the National Pollutant Discharge Elimination System ("NPDES") Program to electronically submit NPDES compliance monitoring reports and notices [e.g., Discharge Monitoring Reports ("DMRs")] to their authorized NPDES program [80 Fed. Reg. 64063 (October 22, 2015)]. The final rule, which became effective on December 21, 2015, requires that all NPDES regulated entities that are required to submit DMRs must do so electronically by December 21, 2016 (i.e., within one year after the effective date of the final rule).

Therefore, the Town of Russell is hereby required, pursuant to Section 308(a) of the Federal Clean Water Act (the "Act"), 33 U.S.C. 1318(a), to respond to this Request for Information (the "Request") within **the time frames indicated in this letter**.

In order to meet the deadline of the NPDES Electronic Reporting Rule, the Town of Russell must take the following actions:

1. Within fourteen (14) days of receipt of this Request, the Town of Russell must have the signatory authority (i.e., the individual(s) who will be signing the DMRs for the

facility) create an account in NetDMR and submit the original copy of the facility's completed and signed Subscriber Agreement (the document generated online which identifies who will be signing for the facility) to the address identified below for EPA's review and approval. The signatory authority can either be a Responsible Official (i.e., corporate officer or for a municipality a principal executive officer or ranking elected official) or a duly authorized representative. A duly authorized representative will need Responsible Official authorization in the Subscriber Agreement. A copy of the "EPA Region 1 Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR" is provided with this Request to assist your facility in completing this step.

2. Within no later than forty-five (45) days of receiving EPA approval of the Town of Russell Subscriber Agreement, the facility shall submit its first electronic DMR through the EPA Region 01 – New Hampshire and Massachusetts Regulatory Authority Instance in NetDMR (see <https://netdmr.epa.gov/netdmr/public/home.htm>). Training on the use of NetDMR can be found by accessing the following link <https://netdmr.zendesk.com/entries/44942194-Training-Materials>.

Information submitted pursuant to this Request shall be sent by certified mail, and shall be addressed as follows:

United States Environmental Protection Agency, Region I  
5 Post Office Square, Suite 100, OES04-4  
Boston, MA 02109-3912  
Attention: Neil Handler

Thank you for your assistance and timely response to this Request. If you have questions regarding this Request, please contact Neil Handler of my staff at 617-918-1334.

Sincerely,



James Chow, Manager  
Technical Enforcement Office  
Office of Environmental Stewardship

Enclosures/EPA Region 1 NetDMR Quick Reference Guide for a Permittee  
cc:

Lenise Pappas, Town of Russell Sewer Commissioner  
Neil Handler, EPA (electronically)  
David Ferris, MassDEP (electronically)